

Contribution Limits

A political committee may contribute no more than the following amounts to these recipients:

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|---------------------------------------|---------------------|
| State Executive candidates | \$1,800 in primary* |
| Judicial candidates | \$1,800 in general |
| Port of Seattle or Tacoma candidate | |
| Legislative candidates | \$900 in primary* |
| County Office candidates | \$900 in general* |
| Mayor and City Council candidates | |
| All other local candidates | No State Limit** |
| Bona Fide Party – state committee | \$4,500 per year** |
| County Central Committee | \$4,500 per year** |
| Legislative District Committee | \$4,500 per year** |
| Caucus Political Committee | \$900 per year** |
| Initiatives and other ballot measures | No limit**/** |

*A political committee must receive—during the 180 days before contributing to a state office candidate — contributions of \$10 or more from at least 10 people registered to vote in Washington State.

**A political committee must receive \$10 each from at least 10 Washington State registered voters before contributing to another political committee.

***The \$5,000 restriction during the 21 days before the general election no longer applies to ballot measure committees.

Committees may not accept anonymous contributions in excess of \$300 per year or 1% of all contributions received in a year, whichever is greater.

Committees may not accept more than \$5,000 in the aggregate from one source during the last 21 days before a general election, except from a state bona fide party committee.

Special reports are required for contributions of \$1,000 or more during certain time frames. See instruction manual.

Treasurer

The committee treasurer is critical to the campaign. Frequently, the treasurer must devote considerable time

and effort to implementing record keeping and reporting requirements of the disclosure law. Only the treasurer may authorize expenditures and sign reports for a political committee.

Out-Of-State and Federal PACs

An out-of-state committee that is organized primarily for engaging in campaign activities in another state that contributes over \$50 to or spends more than \$50 to benefit an in-state candidate for state, local, or judicial office or a political committee in Washington state must file with the Washington State Public Disclosure Commission. What the out-of-state committee must file is determined by factors set out in WAC 390-16-049. See p. 3 of the PDC's 2012 Political Committee Manual for more information.

Political Advertising

Campaign ads must satisfy the political advertising provisions of the disclosure law. Detailed information is contained in campaign reporting instructions and the brochures on political advertising and electioneering communications.

Most political ads must identify the sponsor paying for the ads. Print ads need to include the sponsor's name and address. In radio and TV ads the sponsor's name must be clearly spoken. Use the phrase "Paid for by" or "Sponsored by" before the ID information. In partisan campaigns, all ads and signs must show the candidate's political party preference. Political ads not undertaken in conjunction with a candidate must carry additional, special identification.

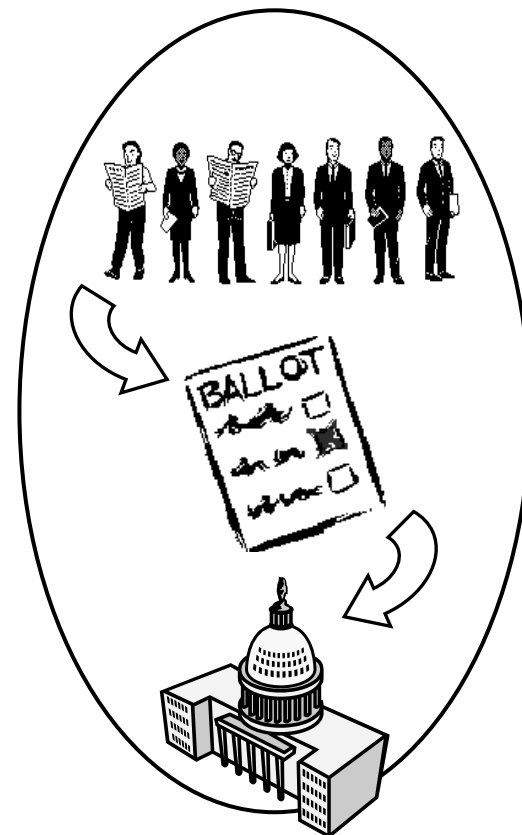
Records

The key to campaign finance reporting is up-to-date, detailed records of each contribution and expenditure. Open a separate bank account for the committee.

Report all campaign income (contributions, loans, pledges, personal funds, etc.) and expenditures, including orders placed but not paid. All bank deposit slips, bank statements, receipts and cancelled checks should be kept as part of the record.

The law specifies that records be kept for five years after the campaign ends.

Political Committee Reporting Guide



PUBLIC DISCLOSURE COMMISSION

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The Public Disclosure Law

When Washington voters adopted Initiative 276 in 1972, they stated that the people wanted and had the right to know the financial affairs of candidates and elected officials in order to gauge whether a conflict may exist with government duties. The voters also declared that financing of election campaigns should be known and reported to the people.

What is a Political Committee?

A political committee is any person (except a candidate or an individual dealing with his or her own resources) who expects to receive contributions or make expenditures to support or oppose a candidate or ballot measure. The disclosure law applies to most groups organized to influence an election. Political parties, political action committees (PACs), and single-issue groups that disband after a single election are all political committees.

Proponents and opponents of state or local ballot measures that raise or spend money to support or oppose a ballot measure are also political committees.

What is the First Step?

Generally, committees must register with PDC within two weeks of being organized. However, if a committee organizes within three weeks of an election and will be active in that election, it must register within three business days of organizing. The registration statement (PDC Form C-1pc) identifies the committee's name, purpose, location, officers and the like. The registration is filed with the Public Disclosure Commission. There is no county filing requirement.

When registering, the committee will choose a reporting option. This choice is based on how much money the group intends to spend. Full reporting committees must file periodic disclosure reports (PDC Forms C-3 and C-4) showing contributions and expenditures.

See the PDC's Political Committee instruction manual for restrictions on naming the committee.

Mini Reporting

If the committee limits itself to receiving and spending \$5,000 or less and agrees to accept no more than \$500 from any source, it may select Mini reporting. This option relieves the committee of the obligation to file frequent, detailed financial reports.

Only one report is required. The Registration Statement (Form C-1 pc) - due within 2 weeks or *due within 3 days if committee organizes within 3 weeks of an election.*

A continuing committee that chooses the mini reporting option must annually renew the option by filing the Registration Statement (Form C-1pc) each January. Otherwise, full reporting is expected with the beginning of the new calendar year.

Full Reporting

If the committee will raise or spend in excess of \$5,000, or it accepts over \$500 from one source, it must use the full reporting option and report contributions & expenditures according to the 2011 Full Reporting Schedule. ----->

Electronic Filing

All committees may e-file the registration as well as contribution & expenditure reports. Continuing committees that spend or "expect to expend" \$5,000 in calendar year are required to e-file. Ballot measure committees that reach the \$5,000 threshold in a single campaign must e-file.

PDC staff provides free electronic filing software and training to all candidates and political committees. Electronic filing information and instructions can be found on the PDC Web site at www.pdc.wa.gov.

Portions of the e-filing training have been videotaped and can be viewed from the PDC's Facebook page.

Committees NOT filing electronically can find blank forms on the PDC's Web site. Go to www.pdc.wa.gov, hover on *Filer Resources* and click on *Forms* at the bottom of the menu that appears.

2012

Full Reporting Schedule

| | | |
|-----|---|-------------------------------------|
| C-4 | Summary of Receipts and Expenditures—due with initial C-1pc report if contributions were received or expenditures made. | |
| C-4 | Due by the 10th of each month if no other C-4 is required during that month and contributions or expenditures are over \$200 since last C-4. | |
| C-3 | Cash Receipts—all contributions must be deposited within 5 business days of receipt; fill out a C-3 for each deposit. Prior to June 1, C-3 may be sent with C-4; after June 1, mail C-3 reports weekly on Monday. | |
| C-4 | July 17 | 21 days before primary ¹ |
| C-4 | July 31 | 7 days before primary ¹ |
| C-4 | Sept 10 | Post-primary report |
| C-4 | Oct 16 | 21 days before general |
| C-4 | Oct 30 | 7 days before general |
| C-4 | Dec 10 | Post-general report |

¹ General election ballot issue committees continue to file 10th of the month reports through September 10, 2012.

If a continuing committee is not supporting or opposing candidates or ballot measures this year, it only files C-3 and C-4 reports on the 10th of the month if contributions or expenditures exceeded \$200 since the last C-4 report was filed. No 21- or 7- day or post-election reports are required.

Dates shown above are for 2012 primary and general elections only. Committees participating in special elections file C-4 reports 21 and 7 days before and on the 10th of the first month after that election.